



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
USACHRA, SOUTHWEST REGION ADVISORY CENTER
319 MARSHALL AVENUE
FORT RILEY, KS 66442-5004

REPLY TO
ATTENTION OF:

PECP-SWR-I/NAF

27 December 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic myPay Documents

1. Effective January 1, 2006, all NAF employees with a myPay account will be required to obtain their Leave and Earnings Statements (LESs) and W-2s electronically.
2. All current NAF employees without a myPay PIN are strongly advised to set up their myPay accounts as soon as possible.
3. By October 1, 2006 NAF financial services plans to turn off hard copies of LESs.
4. The myPay system enables all NAF employees to access their LESs and W-2s 24 hours a day, from any location with an Internet connection.
5. MyPay also allows employees to electronically save copies of all LESs and W-2s to their personal computers for recordkeeping purposes.
6. Any further questions regarding the procedures for setting up a myPay PIN can be addressed to the NAF Human Resources Office at 785-239-8607 or 785-239-2134.

NAF Human Resources Office
Ft. Riley, Kansas